

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Emergency Manager	<u>Revision Date:</u> 12/14
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Admin.)
		<u>Control No:</u> 30111

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Assistant CAO, or his/her designee, coordinate the development, administration and operations of Sandy City's emergency plans with other city departments, governmental agencies, private organizations and volunteer groups.

III. Essential Duties:

- Analyze, develop and coordinate the city-wide emergency preparedness program.
- Ensure successful development and implementation of emergency management by working with Department Heads and employees.
- Develop and maintain the city's emergency operations plan and related plans, appendices, and documents.
- Coordinate periodic exercises of emergency plans including mock disasters, system failures, toxic chemical releases, communication interruptions, activation of the city's emergency operations center and use of various communication tools.
- Identify types of training necessary for city employees and departments and coordinate training opportunities with employees and departments.
- Coordinate emergency management response with city departments and other agencies. May respond to emergencies in a variety of roles as required by the city. May serve as media contact upon approval of City Administrator or Mayor.
- Prepare reports, make public presentations, and complete research on current disaster management and recovery methods.
- Research, apply for, manage and coordinate grant opportunities as they relate to emergency management.
- Coordinate and supervise public outreach efforts to citizens and organizations as it relates to emergency management. Encourage citizens, employees, and others to be personally prepared for emergencies.
- Establish and maintain relationships with County and State emergency management officials.
- Coordinate and develop plans for community recovery following a disaster.

IV. Miscellaneous Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree from an accredited college or university in emergency management, communications, public administration, business or a related field. A Master's Degree is preferred. May substitute related experience for required education on a year for year basis.

Experience: Three years experience in disaster or emergency management preferred. Three years work experience in public sector also preferred.

Certifications/Licenses: Valid Utah's driver's license is required. Certificates of completion for emergency management or emergency preparedness related courses are encouraged.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Current practices and trends in emergency management and a working knowledge of local, state and federal emergency management policies and programs.

Responsibility for: Establishing and maintaining working relationships with elected officials, department heads, and officials of other jurisdictions; preparing reports, developing and presenting public presentations and completing technical research.

Communication Skills: Must communicate effectively verbally, non-verbally, and in writing with local citizens, employees and elected officials. Must communicate effectively with other departments in furnishing and obtaining information.

Tools, Machine and Equipment Operation: Requires regular use of a computer and other office equipment including fax machine, copier, etc.

Analytical Ability: Must be able to follow written and verbal instructions, work with and influence city employees, complete technical research and present information verbally and in writing. Requires the ability to work collaboratively with diverse groups and/or complicated projects in a complex environment.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 40 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually moderate. Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions; balancing multiple conflicting priorities, and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to the job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and to not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____